

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
SEPTEMBER 6, 2000**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, September 6, 2000, at 1 p.m. Eastern Daylight Time (EDT). In the absence of the committee's chair, Mr. William Ingersoll, the meeting was led by Mr. Charles Dyer of the New Hampshire Department of Environmental Services using the agenda distributed prior to the meeting. A list of action items resulting from this meeting is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss proposed changes to On-site Assessment, Chapter 3 of the NELAC Standards.*

INTRODUCTION

Following a roll call of participating committee members, Mr. Dyer called the meeting to order. The minutes from the committee's August 9 and August 23 teleconferences were reviewed and approved as written, pending the correction of a spelling error in Mr. Alfredo Sotomayor's last name.

PROPOSED CHANGES TO THE STANDARD

Mr. Dyer informed the committee that Mr. Ingersoll has received no comments on Chapter 3 from outside the On-site Assessment Committee. It was suggested that the committee will receive comments after the 2000 Standards are available to stakeholders on the NELAC Website. Mr. Dyer indicated that the Standards will be posted by September 30, 2000. The committee then embarked on discussion of several sections of Chapter 3.

Section 3.4 - PRE-ASSESSMENT PROCEDURES - After moderate discussion of the intent of this section, the committee approved the following changes:

- C **Section 3.4.1 - Assessment Planning** - The committee unanimously approved additional language such that the first sentence of the second paragraph of this section will read:

Pre-assessment activities include: determining the scope of the assessment; reviewing NELAP/State information; providing advance notification of the assessment to the laboratory, when appropriate; obtaining any security clearances and determining any special safety procedures which may be necessary; coordinating the assessment team; and gathering assessment documents.

- C **Section 3.4.3 - Information Collection and Review** - The committee approved modification of the following subsections:

- b) General laboratory information such as laboratory submitted self-assessment forms, SOPs, and ~~Quality Assurance Plan(s)~~ Quality Manual(s);
- f) The existing program regulations (federal and state) ~~and special requirements that apply to the areas for which accreditation is sought (i.e. security clearances, radioactive exposure protocols, etc.);~~
- g) The most recently approved or in use laboratory methods ~~for the tests for which the laboratory has requested or maintains accreditation. and~~
- ~~h) The laboratory's Quality Manual.~~

Section 3.5 - ASSESSMENT PROCEDURES - The committee also engaged in moderate discussion of the intent of this section, with emphasis on the following:

- c **Section 3.5.1 - Length of Assessment** - The committee unanimously approved the revision of the first sentence of this section to read:

The length of an on-site assessment depends upon a number of factors such as the scope of ~~number of tests for which a laboratory desires~~ accreditation, the number of assessors available, the size of the laboratory, the number of problems encountered during the assessment, and the cooperativeness of the laboratory staff.

- c **Section 3.5.2 - Opening Conference** - Although the committee engaged in additional discussion of the use of the word “tests” in Section 3.5.2 c, they did not have sufficient time to reach consensus. For this reason, the issue was tabled for discussion at the next teleconference.

CONCLUSION

As the meeting drew to a close, Mr. Sotomayor requested that the assessment appraisal form be included as an issue for discussion in the committee's next teleconference. In response, Mr. Dyer asked that the request be communicated to Mr. Ingersoll. Finally, Mr. Jack Hall asked that committee members submit comments on Appendix B. The allotted time for the teleconference having expired, the meeting was adjourned at 2:30 p.m. EDT. The committee's next meeting is scheduled for September 20, 2000, via teleconference.

ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
SEPTEMBER 6, 2000

Item No.	Action	Responsible Member	Date to be Completed
1.	Committee will consider proposed changes to Chapter 3 for discussion at next teleconference.	All	9/20/00
2.	Committee will include assessment appraisal form as an issue for discussion at next teleconference.	A. Sotomayor	Immediately
3.	Committee will submit comments on Appendix B to Mr. Hall.	All	Immediately

PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
SEPTEMBER 6, 2000

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